

FEDERAL EMERGENCY MANAGEMENT AGENCY

**MITIGATION DIRECTORATE
HAZARD IDENTIFICATION AND RISK ASSESSMENT DIVISION**

AMENDMENTS AND REVISIONS TO NATIONAL FLOOD INSURANCE PROGRAM MAPS

**Application/Certification Forms and Instructions
for**

**Letters of Map Amendment,
Conditional Letters of Map Amendment,
Letters of Map Revision (Based on Fill), and
Conditional Letters of Map Revision (Based on Fill)**

CERTIFICATION/APPLICATION FORMS FOR LETTERS OF MAP AMENDMENT/REVISION BASED ON FILL

In 1968, the U.S. Congress passed the National Flood Insurance Act, which created the National Flood Insurance Program (NFIP). The NFIP was designed to reduce future flood losses through local floodplain management and to provide protection for property owners against potential losses through an insurance mechanism that allows a premium to be paid for the protection by those most in need of it. Creation of the NFIP represented a major shift in Federal strategy from previous structural flood-control and disaster relief programs.

As part of the agreement for making flood insurance available in a community, the NFIP requires the community to adopt floodplain management ordinances containing certain minimum requirements intended to reduce future flood losses. Therefore, the community official or agency responsible for floodplain management may be able to provide information which would be of use to a requestor. This official or agency is usually also responsible for engineering, public works, flood control, or planning.

These certification forms are designed to assist requestors in gathering the information that the Federal Emergency Management Agency (FEMA) needs to determine whether a certain property is likely to be flooded during the flood event that has a 1-percent chance of being equaled or exceeded in any given year (base flood). Lands at risk from the base flood are called Special Flood Hazard Areas (SFHAs).

- The Property Information form may be completed by the property owner.
- The Elevation Information form must be completed by a licensed land surveyor or registered professional engineer.
- The Summary of Elevations—Individual Lot Breakdown form, if applicable, must be completed by a licensed land surveyor or registered professional engineer.
- The Community Acknowledgment form, if applicable, must be completed by the official responsible for floodplain management in the community.
- The Certification of Fill Compaction form, if applicable, must be completed by a registered professional engineer or soils engineer, or the community's NFIP permit official.

Please note that not all of the forms are applicable to every request. Only those forms that apply to your request should be submitted. These forms shall be used to request Letters of Map Amendment (LOMAs), Conditional Letters of Map Amendment (CLOMAs), Letters of Map Revision Based on Fill (LOMRs-F), and Conditional Letters of Map Revision Based on Fill (CLOMRs-F), as defined on page 10 of these instructions.

If the request is being made by an individual property owner to remove a single residential structure or a legally recorded parcel of land or portions thereof from a designated SFHA, via a LOMA or LOMR-F, the form entitled "Application Form for Single Residential Lot or Structure, Amendments and Revisions to National Flood Insurance Program Maps," may be used instead of the attached forms.

Neither the attached forms nor the forms entitled, "Application Form for Single Residential Lot or Structure, Amendments and Revisions to National Flood Insurance Program Maps," shall be used for requests involving changes in base (100-year) flood elevations (BFEs), floodway designations, coastal high hazard areas (V zones), and alluvial fan areas. The attached forms may be used for properties/structures which have been inadvertently included in a V zone or a regulatory floodway. However, if the property/structure is to be removed from a V zone, it must not be located seaward of the landward toe of the primary frontal dune. In addition, neither the attached forms, nor the forms

entitled, "Application Form for Single Residential Lot or Structure, Amendments and Revisions to National Flood Insurance Program Maps," shall be used for requests involving property and/or structures that have been elevated by fill placed within a regulatory floodway, channelization projects, or bridge/culvert replacement projects. Such requests must be submitted to FEMA by the community in accordance with the NFIP regulations, published under Title 44 of the Code of Federal Regulations, Chapter I, Part 65. Forms entitled, "Revisions to National Flood Insurance Program Maps" should be used.

In accordance with the NFIP regulations, FEMA will use the information provided by these certification forms to make a determination on whether to remove a parcel of property or a structure from a designated SFHA. In certain instances, additional data that are not referenced on these forms may be required. A FEMA representative will notify the requestor of any additional requirements.

Please submit all forms and data to support a request to remove a single structure or lot from the floodplain to the appropriate FEMA Regional Office (see inside back cover). Requests for multiple lots or structures and requests involving proposed projects should be submitted to FEMA's Headquarter's Office:

**Federal Emergency Management Agency
Mitigation Directorate
Hazard Identification Branch
500 C Street, SW
Washington, DC 20472
(202) 646-3680**

INSTRUCTIONS FOR COMPLETING THE PROPERTY INFORMATION FORM

Before completing the Property Information form, request the following documentation from the County Clerk or Recorder for the community:

- A copy of the Plat Map of the area, showing the recordation information (e.g., Book/Volume and Page numbers or Document/Instrument number) and containing the recorder's seal

OR

- A copy of the Deed for the property, showing the recordation information (e.g., Book/Volume and Page numbers or Document/Instrument number), accompanied by a tax assessor's or other suitable map showing the surveyed location of the property and containing the recorder's seal.

It will also be necessary to obtain a photocopy of the Flood Insurance Rate Map (FIRM) panel (including the Title Block) that shows the area in which the property is located. To determine which panel shows the property, consult the FIRM Index, which shows the outline of the mapped community and the numbers and layout of the individual FIRM panels. After locating the general area of the property by referring to major streets and streams in the vicinity, read the corresponding FIRM panel number from the Index. The FIRM should be available at the community map repository or from the community official or agency responsible for floodplain management. However, FIRM panels may be ordered from the Flood Map Distribution Center for a minimal fee by calling 1-800-358-9616. Orders may also be faxed to the center at 1-800-358-9620.

Please note that for multiple structure/lot requests, this form should only be completed once to describe the entire project. One form for each lot is not necessary.

Item 1

The Community Name/State, Community Number, Panel or Map Number, and Effective Date appear in the Title Block of the FIRM panel, as shown in Figure 1 (for maps depicting a single community) and Figure 2 (for maps covering an entire county, including all incorporated communities).

Item 2

Enter the street address if there is one. For requests involving multiple lots, a range of street addresses will be sufficient.

Item 3

If a street address cannot be provided, describe the property by referring to the Deed or Plat Map. The description may consist of a lot number and subdivision name, a parcel number, a tract number, or any other information provided in a Deed to identify the property. However, it is not necessary to reproduce a lengthy description of the property as it appears in the Deed.

Item 4

Choose (a) if the entire legally defined property shown on the Plat Map or described in the Deed is to be removed from the SFHA.

Choose (b) if the request is not for the entire piece of property described in the Deed or shown on the Plat Map, but only for a portion of that property. In this case, a licensed land surveyor or registered professional engineer must write and certify a metes and bounds description of the subject portion. The description must be accompanied by a map showing the accurately plotted metes and bounds of that portion.

Choose (c) if only the structure(s) on the property, not the entire property itself, is to be removed from the SFHA.

Item 5

Choose (a) if the request is for a single residential structure or lot.

Choose (b) if the request is for a single commercial structure or lot.

Choose (c) if the request is for more than one structure or lot.

Item 6

Choose (Yes) if the request is for a property that will be transferred or sold from a developer to an individual owner.

Choose (No) if the request is for a property that will remain in possession of the current owner or if the property is being transferred or sold from someone other than a developer to an individual owner.

Item 7

Choose (a) if the request involves structures for which construction is complete ("as-built") or on-grade slabs have been poured, or parcels of land for which the locations have been recorded.

Choose (b) if the request involves planned placement of fill, planned construction of insurable buildings, planned improvements costing 50 percent or more of the market value of the structure before the start of construction of the improvement, and planned subdivisions for which lot locations have not yet been recorded.

Item 8

Fill is defined as material placed to raise the ground to or above the BFE. The common construction practice of removing unsuitable existing material (topsoil) and backfilling with select structural material is not considered the placement of fill if the practice does not alter the existing elevation, which is at or above the BFE. Also, fill that is placed before the date of the first NFIP map showing the area in a SFHA is considered natural ground.

Item 9

For proposed projects, if fill has not already been placed on the property to elevate it or a structure above the elevation of the base flood, indicate whether any fill is anticipated.

Item 10

Any available information regarding previous requests will be useful to FEMA. In particular, if the request concerns a proposed project that was submitted to FEMA for comment and is now complete, please indicate that here. It is not necessary, however, to research previous requests.

Item 11

The documents to be enclosed with each request will vary, depending on the nature of the request. Not all forms are required for every request.

- a.,b. Property description documentation must be enclosed and will consist of either the Plat Map or the Deed and tax assessor's map containing the recorder's seal. It is important that the recordation data (e.g., Book, Volume, Page, Reel, Date) be evident on the copies of these documents so that FEMA may describe the property in a legal sense. In addition, FEMA must be able to identify the property exactly. If the property is not recorded on a Plat Map, a copy of a tax assessor's map or other suitable map is required to aid FEMA in locating the property.
- c. A photocopy of the FIRM panel must be annotated to show where the property is located. For requests involving more than one structure or lot, the locations of the structures or lots must be certified by a licensed land surveyor or registered professional engineer to be accurate representations. The panel number and effective date of the FIRM must appear on the copy submitted. The actual map or a photographic copy must be used. A reproduction from a photocopy is unacceptable due to possible distortion.

- d. If the ground elevations are not clearly documented on the Elevation form and Plat Map or tax assessor's map, then a map (certified by a registered professional engineer or licensed land surveyor) is required to relate the ground elevations and locations of structures or lots. The map must be labeled to indicate whether it reflects "as-built" or "proposed" conditions.
- e. A metes and bounds description is required only if a request is made that an area less than the entire property be removed from the SFHA. (This does not apply to requests involving only structures.) The metes and bounds description will cover the specific area to be removed, be tied to an identifiable starting point, and be certified by a licensed land surveyor or registered professional engineer. The narrative description must be accompanied by a certified map showing the area described. Note that no portion of the area described by the metes and bounds may be below the 100-year flood elevation.
- f. The Elevation Information form must be included for all requests, unless the request is for a determination in which the FIRM already shows the property to be CLEARLY outside the SFHA. Cases in which the determination for the property or structure is uncertain will require the submittal of elevation data to provide a definitive determination. This form must be completed by a licensed land surveyor or registered professional engineer. If an Elevation Certificate has been completed for the subject property, it may be submitted in lieu of this form.
- g. The Community Acknowledgment form must be included for all requests involving the placement of fill in the SFHA to elevate the structure or property. It requires the Chief Executive Officer (CEO) of the community or an official designated by the CEO to acknowledge activities affecting the community's floodplain and floodway management responsibilities.
- h. The Certification of Fill Placement form is required for requests involving the preparation of fill pads designed to support the foundations of residential or commercial structures. It must be completed by a registered professional engineer, an accredited soils scientist, or the community's NFIP permit official. This certification is NOT required for a single residential structure or lot.
- i. The initial fee is required for requests involving proposed projects (see instructions for Item 6) and for requests involving more than one lot that has been elevated by the placement of fill. No fee is required to obtain a determination based on existing conditions as long as no fill has been placed or the project involves only one lot.
- j. Attach other information as necessary.

Item 12

Complete the last part of the form to certify the accuracy of the information provided.

INSTRUCTIONS FOR COMPLETING THE ELEVATION INFORMATION FORM

For a licensed land surveyor or registered professional engineer to complete this form, it will be necessary to obtain the FIRM panel, Flood Boundary and Floodway Map (FBFM) panel, and Flood Insurance Study (FIS) report that cover the area in which the property is located. These can be obtained from the community map repository or can be ordered from the Flood Map Distribution Center by calling 1-800-358-9616.

Please note that for multiple lot or structure requests, this form should only be completed once. The Summary of Elevations-Individual Lot Breakdown Form should be completed with the appropriate elevations for each lot.

Item 1

The community name appears in the Title Block of the FIRM panel that shows the area in which the property is located.

Item 2

Include lot/block numbers and subdivision name, street address, or tract/parcel number.

Item 3

Name the source of the flooding (i.e., give the name of the stream, river, lake, bay, or ocean) or note whether there is ponding or shallow flooding.

Item 4

List all flood zones that affect the property (e.g., A, AE, A1-A30, A99, VE, V1-V30, B, C, X, D).

Item 5

The regulatory floodway is the channel of a river or other watercourse that must be reserved to carry the floodwaters efficiently. If a floodway has been adopted by the community, it will be shown on the FBFM or FIRM. No fill may be placed in a regulatory floodway.

Item 6

In areas of subsidence or uplift, the elevations shown on this document must be based on the most recent releveling of a National Geodetic Survey or other acceptable benchmark. This is required to ensure that the determination is based upon a proper comparison between the published flood elevation and the ground elevation.

Items 7, 8 and 9

After listing the BFE, identify the datum to which the elevation is referenced (e.g., MSL, NGVD, NAVD). If the datum identified differs from the datum used in the FIS report/FIRM, provide a conversion equation to relate the two. Typically, preliminary data produced while an FIS is underway cannot be used to support a request for a LOMA or LOMR-F.

Detailed Analysis

A determination of the 100-year water-surface elevation shall be made using the BFE or depth presented in the FIS report (in the Summary of Elevations table or on the Flood Profiles), or the one that is shown on the FIRM. Requests based on flood elevations or depths that are different from those shown on the FIRM or in the FIS report may be processed under other administrative procedures.

Zone AE or A1-A30 (riverine flooding sources): After locating the property on the FBFM or FIRM, use the nearest lettered cross section or physical feature to locate the property and the corresponding BFE on the Flood Profile in the FIS report.

Zone AE or A1-A30 (coastal flooding sources): Obtain the BFE from the FIRM panel and compare it to the corresponding value presented in the Summary of Stillwater Elevations table in the FIS report. If the table value is within 0.4 foot of the BFE on the FIRM (i.e., no wave runup), use the table value; if the BFE on the FIRM is more than 0.5 foot greater than the table value (i.e., includes wave runup), use the BFE on the FIRM.

Zone AH or A1-A30 (shallow flooding): Obtain the BFE from the FIRM panel or FIS report if there is not a profile.

Zone AO (shallow flooding): Obtain the depth from the FIRM panel.

Zone VE or V1-V30 (Coastal High Hazard Zone): Obtain the BFE from the FIRM panel and compare it to the corresponding value presented in the Summary of Stillwater Elevations table in the FIS report. If the table value is within 0.4 foot of the BFE on the FIRM (i.e., no wave runup), use the table value; if the BFE on the FIRM is more than 0.5 foot greater than the table value (i.e., includes wave runup), use the BFE on the FIRM. Please note in order to remove the property/structure from a Zone VE or V1-V30, it must not be located seaward of the landward toe of the primary frontal dune.

Approximate Analysis

If FEMA has not specified BFEs for the area, data may be provided to substantiate a 100-year flood elevation. These data may be obtained from an authoritative source, such as the U.S. Army Corps of Engineers, U.S. Geological Survey, U.S. Soil Conservation Service, or a State or local water resource department. Alternatively, data prepared and certified by a registered professional engineer may be submitted. Sufficient technical information should be provided to support the elevation, and must include Form 3, Hydrologic Analysis Form, and Form 4, Riverine Hydraulic Analysis Form, from the package entitled, "Revisions to National Flood Insurance Maps" (MT-2).

Item 10

Complete this item only for requests to remove the SFHA designation from a parcel(s) of land (whether defined by a metes and bounds description, described in a Deed, or shown on a Plat Map). After listing the elevation, identify the datum to which the elevation is referenced, providing a conversion equation as necessary.

Item 11

Complete this item only for requests to remove the SFHA designation from a structure(s). The elevation requested is that of the lowest ground touching the structure. For structures built on piers, provide the lowest ground touching the piers. After listing the elevation, identify the datum to which the elevation is referenced, providing a conversion equation as necessary.

Item 12

Complete this item only for requests involving fill placed within an identified SFHA to elevate a structure(s) since the date of the first NFIP map. If the structure has a basement, the elevation requested is that of the basement floor. After listing the elevation, identify the datum to which the elevation is referenced, providing a conversion equation as necessary.

Item 13

If any listed elevations were computed on a datum different than the effective FIS, identify the conversion factor to convert to the effective FIS datum.

Item 14

Complete the last part of the form to certify the accuracy of the information provided. If FEMA has specified a BFE for the area in which the property is located or the 100-year flood elevation was obtained from an authoritative source such as the U.S. Army Corps of Engineers, the U.S. Geological Survey, the U.S. Soil Conservation Service, or a State or local water resource department, the form may be certified by either a registered professional engineer or a licensed land surveyor. If FEMA has not specified a BFE for the area, and a registered professional engineer has determined the 100-year flood elevation based on alternative data, Items 7 and 8 must be certified by a registered professional engineer, but the form may be certified by either a registered professional engineer or a licensed land surveyor.

ADDITIONAL INFORMATION

Types of Requests

These forms shall be used to request one of the following responses from FEMA:

| | |
|---------|--|
| LOMA | A letter from FEMA stating that an existing structure or parcel of land that has not been elevated by fill would not be inundated by the 100-year flood |
| CLOMA | A letter from FEMA stating that a proposed structure that is not to be elevated by fill would not be inundated by the 100-year flood if built as proposed |
| LOMR-F | A letter from FEMA stating that an existing structure or parcel of land that has been elevated by fill would not be inundated by the 100-year flood |
| CLOMR-F | A letter from FEMA stating that a parcel of land or proposed structure that is to be elevated by fill would not be inundated by the 100-year flood if fill is placed on the parcel as proposed or the structure is built as proposed |

Applicable Regulations

The regulations pertaining to LOMAs and LOMRs-F are presented in the NFIP regulations under Title 44, Chapter 1, Parts 65 and 70, Code of Federal Regulations (CFR). The purpose of Part 70 is to provide an administrative procedure whereby FEMA will review information submitted by an owner or lessee of property who believes that his or her property has been inadvertently included in a designated SFHA. The necessity of Part 70 is due in part to the technical difficulty of accurately delineating the SFHA boundary on an NFIP map. Part 70 procedures shall not apply if the topography has been altered since the effective date of the first NFIP map (i.e., a FIRM or Flood Hazard Boundary Map) showing the property to be within the SFHA. Requests involving changes in topography (such as the placement of fill) are handled under the procedures described in Part 65.

Fees and Exemptions

Part 72 of the NFIP regulations, published at 44 CFR 72, presents information regarding the reimbursement procedure that FEMA has initiated to allow for the recovery of costs associated with the review of requests for CLOMAs, CLOMRs-F, and LOMRs-F involving more than one lot. The current initial minimum fees for FEMA's review and processing of such requests are as follows:

| | |
|---|-------|
| • Single-lot LOMA or LOMR-F | \$0 |
| • Single-lot CLOMA or CLOMR-F | \$200 |
| • Multiple-lot CLOMA or CLOMR-F | \$280 |
| • Multiple-lot LOMR-F that follows a CLOMR-F, provided that the as-built conditions are the same as the proposed conditions upon which FEMA based the CLOMR-F | \$225 |
| • Single-lot LOMR-F, not following a CLOMR-F | \$425 |
| • Multiple-lot LOMR-F, not following a CLOMR-F | \$505 |

Revised fee schedules are published periodically, but no more than once annually, as a notice in the Federal Register.

Before a determination is issued, the requestor will be billed for any actual costs incurred during the review that exceed the initial fee. In addition, if a multiple-lot LOMR-F results in a change that can be shown on the NFIP map when the map is next revised, a fee of \$410 per panel will be charged for cartographic preparation and processing. If the total cost will exceed \$500, FEMA will advise the requestor and obtain approval in writing before costs in excess of \$500 are incurred, except for requests for multiple-lot LOMR-F. For those requests, the requestor will be notified if costs will exceed \$1,200.

Payment must be in the form of a check or money order made payable to the National Flood Insurance Program. Please forward payment to the following address:

**Federal Emergency Management Agency
Revisions Fee-Collection System Administrator
P.O. Box 3173
Merrifield, Virginia 22116
Fax: (703) 849-0282**

If paying by credit card, see the Credit Card Information Form.

All LOMAs issued to correct map errors and LOMRs, or map revisions issued to include the effects of natural changes within the areas of special flood hazard shall be exempt from fees. Note that LOMAs are based on conditions that existed before the date of the first NFIP map showing the area in a SFHA (see page 4, item 7).

LOMRs, as determined to be appropriate by FEMA, issued to remove single residential lots or structures from the area of special flood hazard based solely on the placement of fill outside of the regulatory floodway, shall be exempt from fees. FEMA's determination to assess fees will be based in part, on whether the LOMR is being sought by an individual property owner or whether it is being requested prior to the transfer of ownership of the property in question from a developer to an individual property owner. It is FEMA's intent to provide relief for individual property owners while avoiding potential misuse of this exemption to circumvent fees charged to developers for multiple lot or subdivision LOMRs.

Federal, State, and local governments and their agencies shall be exempt from fees for projects they sponsor if FEMA determines or the requesting agency certifies that the particular project is for public benefit and primarily intended for flood loss reduction to insurable structures in identified flood hazard areas which were in existence prior to the commencement of construction of the flood control project. Projects undertaken primarily to protect planned floodplain development are not eligible for fee exemption.

Basis of Determination

FEMA's determination as to whether a structure(s) may be removed from the SFHA will be based upon a comparison of the BFE with the elevation of the lowest adjacent grade to the structure and, if fill has been placed, with the elevation of the lowest floor (including basement). For a legally defined property that does not have a structure on it to be removed from the SFHA, the elevation of the lowest ground on the property must be at or above the BFE.

Please note the following special considerations that may affect FEMA's determination:

- In areas of sheetflow flooding (AO Zones), the elevation of the lowest adjacent grade and the elevation of the lowest floor (including basement) must be above the elevation of the highest surrounding ground by at least the amount of the depth specified on the FIRM. In addition, adequate drainage paths must be maintained to guide floodwaters around and away from the structure(s).
- If the lowest floor of a building has been elevated on posts, piers, or pilings above the BFE in the SFHA and any portion of the structure (i.e., posts or piers) is still below the BFE, the building will not be removed from the SFHA.

Response

In accordance with Part 70 procedures, the requestor will be notified in writing of the determination within 60 days of the date of receipt of all required data. Under Part 65 procedures, the community will be notified in writing of the determination within 90 days of the date of receipt of all requested data.

Effect on Insurance Purchase Requirements

Although FEMA may issue a LOMA or LOMR-F removing a structure(s) from the SFHA, it is the lending institution's prerogative to require flood insurance if it deems such action appropriate. If, however, the lending institution agrees to waive the flood insurance purchase requirement for a structure, the property owner is eligible for a full refund of the premium paid for the current policy year, provided that no claim is pending or has been paid on the policy in question during the same policy year. If the property owner has been required to renew his or her policy during a period when a revised map was being printed, the premium will be refunded for an additional year. To initiate processing of the refund, the property owner should provide the LOMA and evidence of the waiver of the flood insurance requirement from the lending institution to the insurance agent or broker who sold the policy.

Conditional Determinations

To qualify for a CLOMA or CLOMR-F, the proposed project must meet the same criteria as those required for a LOMA or LOMR-F. After construction is completed or fill is placed, certified as-built information must be submitted to FEMA in order for a LOMA or LOMR-F to be issued.

Property owners and developers should note that a CLOMA or CLOMR-F merely provides comment on the proposed plan and does not amend the map. It also does not relieve Federal agencies of the need to comply in carrying out their responsibilities for providing federally undertaken, financed, or assisted construction and improvements or in their regulating and licensing activities, in accordance with the provisions of Executive Order 11988.

FEMA REGIONAL OFFICES

REGION 1

(Connecticut, Maine, Massachusetts,
New Hampshire, Rhode Island, Vermont)

Federal Emergency Management Agency
Mitigation Division
J. W. McCormack Post Office and
Courthouse Building, Room 462
Boston, Massachusetts 02109-4595
(617) 223-9559

REGION 2

(New York, Puerto Rico, New Jersey)

Federal Emergency Management Agency
Mitigation Division
26 Federal Plaza, Room 1351
New York, New York 10278-0002
(212) 225-7200

REGION 3

(Delaware, District of Columbia, Maryland,
Pennsylvania, Virginia, West Virginia)

Federal Emergency Management Agency
Letter of Map Amendment Depot
P.O. Box 2210
Merrifield, Virginia 22116-2210
(215) 931-5750

REGION 4

(Alabama, Florida, Georgia, Kentucky,
Mississippi, North Carolina, South Carolina,
Tennessee)

Federal Emergency Management Agency
Mitigation Division
1371 Peachtree Street, Northeast
Suite 736
Atlanta, Georgia 30309-3108
(404) 853-4400

REGION 5

(Illinois, Indiana, Michigan
Minnesota, Ohio, Wisconsin)

Federal Emergency Management Agency
Letter of Map Amendment Depot
P.O. Box 2210
Merrifield, Virginia 22116-2210
(312) 408-5597

REGION 6

(Arkansas, Louisiana, New Mexico, Oklahoma, Texas)

Federal Emergency Management Agency
Mitigation Division
Federal Regional Center
800 North Loop 288
Denton, Texas 76201-3698
(817) 898-5127

REGION 7

(Iowa, Kansas, Missouri, Nebraska)

Federal Emergency Management Agency
Mitigation Division
Federal Office Building
2323 Grand Boulevard, Suite 900
Kansas City, Missouri 64108-2670
(816) 283-7002

REGION 8

(Colorado, Montana, North Dakota, South Dakota,
Utah, Wyoming)

Federal Emergency Management Agency
Mitigation Division
Denver Federal Center
Building 710, Box 25267
Denver, Colorado 80225-0267
(303) 235-4830

REGION 9

(Arizona, California, Guam, Hawaii, Nevada)

Federal Emergency Management Agency
Mitigation Division
Presidio of San Francisco, Building 105
San Francisco, California 94129-1250
(415) 923-7177

REGION 10

(Alaska, Idaho, Oregon, Washington)

Federal Emergency Management Agency
Mitigation Division
Federal Regional Center
130 228th Street, S.W.
Bothell, Washington, 98021-9796
(206) 487-4682

FEMA REGIONAL OFFICES (continued)

**Inquiries to FEMA Headquarters should be forwarded
to the following address:**

Federal Emergency Management Agency
Mitigation Directorate
Hazard Identification and Risk Assessment Division
500 C Street, SW
Washington, DC 20472

(202) 646-3680

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|--|--|---------------|
| FEDERAL EMERGENCY MANAGEMENT AGENCY PROPERTY INFORMATION | O.M.B. Burden No. 3067-0147 Expires July 31, 1997 | FEMA USE ONLY |
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PUBLIC BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to average 1.63 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing and reviewing the form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing this burden to: Information Collections Management, Federal Emergency Management Agency, 500 C Street, S.W., Washington, DC 20472; and to the Office of Management and Budget, Paperwork Reduction Project (3067-0148), Washington, DC 20503.

This form may be completed by the property owner, registered land surveyor, or registered professional engineer

1. Community Name: _____ County: _____ State: _____
 Community Number: _____ Panel or Map Number: _____
 Effective Date: _____

2. Street Address of Property: _____

3. Description of Property Lot and Block (if a street address cannot be provided): _____

4. Are you requesting that the SFHA designation be removed from (a) all of the land within the bounds of the property, (b) a portion of land within the bounds of the property (*metes and bounds description is required*), or (c) the structure(s) on the property? (*Answer "a," "b," or "c"*) _____

5. Is this request for (a) a single residential structure or lot, (b) a single commercial structure or lot, (c) multiple structures or lots? (*Answer "a," "b," or "c"*) _____

6. Is this request prior to the transfer of ownership of the property in question from a developer to an individual property owner? ☐ Yes ☐ No

7. Is this request for (a) existing conditions, or (b) proposed project? (*Answer "a" or "b"*) _____

8. Has fill been placed in an identified SFHA? _____ If yes, when? _____

9. For proposed projects, will fill be placed to elevate this land or structure(s)? _____

10. Do you know of previous requests that have been submitted to FEMA for this property or adjacent properties?

If yes, what was the date of FEMA's response letter? _____

11. I have enclosed the following documents in support of this request:

_____ a. Copy of the Plat Map (*with recordation data*) with recorder's seal

OR

_____ b. Copy of the Deed (*with recordation data*), accompanied by a tax assessor's or other suitable map showing the surveyed location of the property with recorder's seal (*For these maps a map scale must be provided and they should not be reduced or enlarged*)

_____ c. Copy of the effective FIRM panel on which the property location has been accurately plotted (*If the request is for more than one lot/structure, this location must be **certified** by a licensed land surveyor or registered professional engineer*)

_____ d. A map showing the locations of any structures existing on or proposed for the property (**certified** by a licensed land surveyor or registered professional engineer)

_____ e. Metes and bounds description and accompanying map (*only if the request is for a portion of land within the bounds of the property, not structure(s) only*)

_____ f. Elevation Information form

_____ g. Community Acknowledgment form (*only if fill has been/will be placed*)

_____ h. Certification of Fill Compaction form (*only if fill has been/will be placed and the request is not for a single residential structure*)

Initial fee (see page 7 of instructions for initial fees and exemptions)

_____ i. _____ \$ _____
(Type of request) (amount enclosed)

_____ PAYMENT ENCLOSED

Check or money order only. Make check or money order payable to: **National Flood Insurance Program.**

If paying by Visa or Mastercard, please refer to the credit card information form which follows this form.

_____ j. Additional information (please specify):

12. All documents submitted in support of this request are correct to the best of my knowledge. I understand that any false statement may be punishable by fine or imprisonment under Title 18 of the United States Code, Section 1001.

Applicant's Name (Please print or type):

Mailing Address (Please print or type):

Daytime Telephone Number:

Date

Signature of Applicant

CREDIT CARD INFORMATION

Expires July 31, 1997

PUBLIC BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to average 6 minutes per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing and reviewing the form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing this burden to: Information Collections Management, Federal Emergency Management Agency, 500 C Street, S.W., Washington, DC 20472; and to the Office of Management and Budget, Paperwork Reduction Project (3067-0148), Washington, DC 20503.

If paying by credit card, this form must be completed. **THIS FORM SHOULD NOT BE INCLUDED WITH THE REST OF THE FORMS PACKAGE. IT MUST BE MAILED OR FAXED TO:**

Federal Emergency Management Agency
Revisions Fee-Collection System Administrator
P.O. Box 3173
Merrifield, Virginia 22116
Fax: (703) 849-0282

Case # _____ (if known)

Amount: \$ _____

____ INITIAL FEE

____ ADDITIONAL INITIAL FEE

____ INVOICE

____ VISA

____ MASTERCARD

CARD NUMBER

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

Signature

EXPIRATION DATE

____ Month ____ Year

NAME (AS IT APPEARS ON CARD):

ADDRESS:

DAYTIME PHONE:

NOTICE: A COPY OF THE PROPERTY INFORMATION FORM BEING SUBMITTED FOR THIS REQUEST MUST BE ATTACHED TO THIS FORM.

| | | |
|---|--|---------------|
| FEDERAL EMERGENCY MANAGEMENT AGENCY ELEVATION INFORMATION | O.M.B. Burden No. 3067-0147 Expires July 31, 1997 | FEMA USE ONLY |
|---|--|---------------|

PUBLIC BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to average 0.63 hour per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing and reviewing the form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing this burden to: Information Collections Management, Federal Emergency Management Agency, 500 C Street, S.W., Washington, DC 20472; and to the Office of Management and Budget, Paperwork Reduction Project (3067-0148), Washington, DC 20503.

This form must be completed by a registered professional engineer or licensed land surveyor. These forms should not be used for request involving Channelization, Bridges/Culverts, or Fill in the FEMA-Designated Floodway. Forms entitled Revisions to National Flood Insurance Program Maps (MT-2) should be used. The Elevation Information Form must be included for all requests, unless the request is for a determination in which the FIRM already shows the property to be CLEARLY outside the SFHA. Cases in which the determination for the property or structure is uncertain will require the submittal of elevation data to provide a definitive determination. If an elevation certificate has been completed for the subject property, it may be submitted in lieu of this form.

(See Page 7 of instructions for details)

1. Community Name: _____
2. Legal Description of Property: _____
3. Flooding Source: _____
4. Based on the FIRM, this property is located in Zone(s): _____
5. Is any portion of this property located in the regulatory floodway? __ Yes __ No
 Are any structures (*existing or proposed*) located in the regulatory floodway? __ Yes __ No
6. Is this area subject to land subsidence or uplift? __ Yes __ No
 If yes, what is the date of the current releveling? _____
7. What is the BFE for this property? (*Provide elevation to nearest tenth of a foot and datum*)*
 _____ Elevation _____ Datum
8. How was the BFE determined? (*attach a copy of the Flood Profile or table from the FIS report, if appropriate, or other necessary supporting information including Forms 3 and 4 from forms entitled, "Revisions to National Flood Insurance Program Maps" (MT-2).*)
9. If a flood profile for the 500-year flood was provided in the FIS Report, what is the 500-year flood elevation for this property? _____ Elevation _____ Datum
10. If this request is to remove the SFHA designation from a parcel of land or lot(s), what is the existing or proposed elevation of the lowest grade; that is, the lowest ground on the property? (*Provide elevation to nearest tenth of a foot and datum*)* _____ Elevation _____ Datum

11. If this request is to remove the SFHA designation from a structure(s), what is the elevation of the existing or proposed lowest adjacent grade; that is, the lowest ground touching the structure? (Provide elevation to nearest tenth of a foot and datum)* _____ Elevation _____ Datum
12. If fill has been/will be placed to elevate the structure(s) on this property, what is the existing or proposed elevation of the lowest floor, including basement and/or attached garage? (Provide elevation to nearest tenth of a foot and datum)* _____ Elevation _____ Datum
13. If any of the above elevations were computed based on a datum different than the effective FIS, what is the conversion factor? FIS Datum = Local Datum +/- _____ feet

***For multiple lots/structures, complete the appropriate column(s) of the Summary of Elevations-Individual Lot Breakdown form, identifying the elevation for each lot/structure. To support items 9, 10, and 11, please note a map (certified by a licensed surveyor or registered professional engineer) may be required to relate the ground elevations and locations of structures or lots. The map should indicate whether it reflects "as-built" or "proposed" conditions.**

14. All information submitted in support of this request is correct to the best of my knowledge. I understand that any false statement may be punishable by fine or imprisonment under Title 18 of the United States Code, Section 1001.

Name (please print or type):

Title (please print or type):

Registration No.:

Expiration Date:

State:

Telephone Number:

Signature

Date

Seal (Optional)

| | | |
|---|--|---------------|
| FEDERAL EMERGENCY MANAGEMENT AGENCY CERTIFICATION OF FILL PLACEMENT | O.M.B. Burden No. 3067-0147 Expires July 31, 1997 | FEMA USE ONLY |
|---|--|---------------|

PUBLIC BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to average 0.35 hour per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing and reviewing the form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing this burden to: Information Collections Management, Federal Emergency Management Agency, 500 C Street, S.W., Washington, DC 20472; and to the Office of Management and Budget, Paperwork Reduction Project (3067-0147), Washington, DC 20503.

Community Name: _____

Property Name or Address: _____

The Fill is: _____ Existing _____ Proposed

I hereby certify that fill placed on the property to raise the ground surface to or above the base (100-year) flood elevation in order to gain exclusion from a Special Flood Hazard Area (100-year floodplain) meets the criteria of Title 44 of the Code of Federal Regulations, Section 65.5(a)(6), listed below. For proposed fill, I hereby certify that it is designed in accordance with these criteria.

1. That the fill has been compacted to 95 percent of the maximum density obtainable with the Standard Proctor Test method or an acceptable equivalent method for *(check one of the following)*:

_____ a. Fill pads prepared for the foundations of residential or commercial structures

_____ b. Entire legally defined parcel *(Note: if the location of fill pads has not been determined, the fill over the entire legally defined parcel must be compacted to the above criteria).*

Name (please print or type): _____

Signature

Date

Signature

Community Official's Title or
Engineer's Seal / Registration Number

2. That fill slopes for granular materials are not steeper than one vertical on one-and-one-half horizontal *(steeper slopes must be justified)*; and
3. That adequate erosion protection is provided for fill slopes exposed to moving flood waters *(slopes exposed to flows with velocities of up to 5 feet per second (fps) during the 100-year flood must, at a minimum, be protected by a permanent cover of grass, vines, weeds, or similar vegetation; slopes exposed to flows with velocities greater than 5 fps during the 100-year flood must, at a minimum, be protected by appropriately designed stone, rock, concrete, or other durable products).*

Name (please print or type): _____

Signature

Date

Signature

Community Official's Title or
Engineer's Seal / Registration Number

